

# Stormwater

## Recipient Grant and Loan Training

July 7, 2015

WebEx Presentation

Sean Mellon

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DEPARTMENT OF  
**ECOLOGY**  
State of Washington

# Important!

- This meeting is being recorded for training purposes.
- Recording, powerpoint presentations, and handouts will be posted online here:

[www.ecy.wa.gov/programs/wq/funding/Training/TrainMain.html](http://www.ecy.wa.gov/programs/wq/funding/Training/TrainMain.html)



# Important!

- Questions will be addressed through the chat window of the Web Ex platform.
- Type questions as they come up. We'll address as many as we have time for at the end of the presentation and will post the remainder to an online FAQ on the training webpage.



# Important!

- “Legacy” grants and loans (those previously managed outside of EAGL) will continue to be managed outside of EAGL. All traditional forms and protocol are still in place for these grants and loans.
- This training only applies to stormwater **grants** managed in EAGL. If you are a loan recipient, the Facilities breakout session will be more useful.



# Agenda

- Negotiating the Agreement
- Agreement Template - What Do Our Grant Agreements Look Like?
- Project Management BMPs
- Payment Requests/Progress Reports
- Amendments
- Project Closeout





# Negotiating the Agreement

# It's All About Communication!

## Recipient Project Team

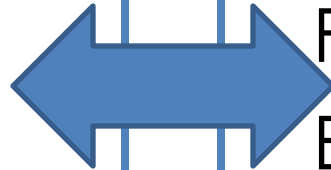
Project Manager

Billing Contact

Signatory

Other City/County

Staff



## Ecology Project Team

Project Manager\*

Financial Manager

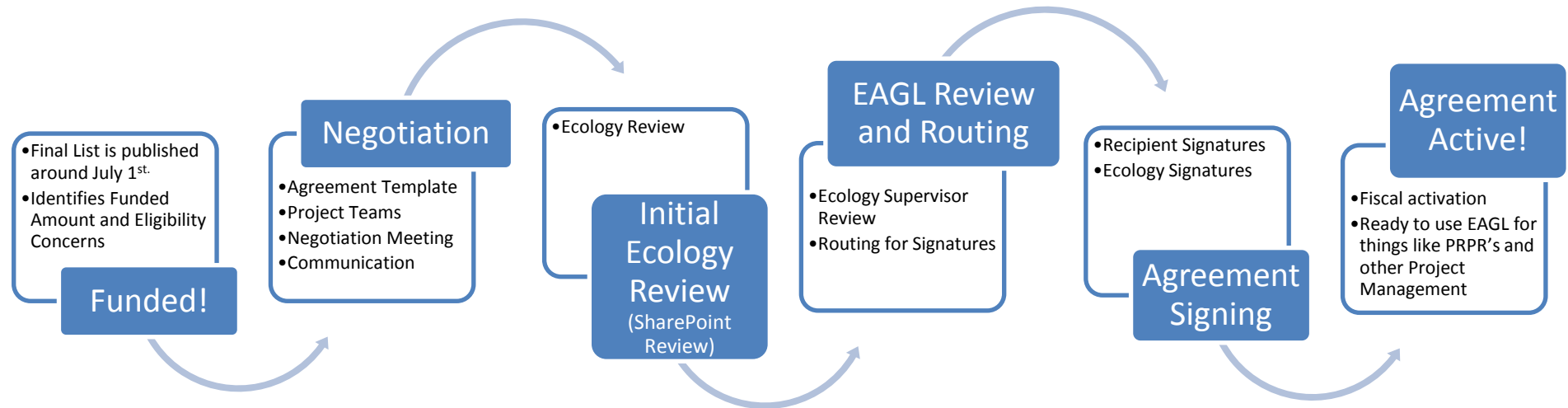
Engineer/Technical

Advisor

Other Ecology Staff



# Overview of the Process





# Funded!

- Final Offer List is published around July 1<sup>st</sup>.
- Check the final offer list for funded amount and any eligibility concerns (footnotes).
- Your Ecology Project Manager/Financial Manager will contact you soon to start the negotiation phase.



# Negotiation

- Ecology Project Manager sends a draft template agreement to the Recipient Project Manager for review and comment.
- Once the Ecology Project Team and Recipient Project Team come to agreement on the language, then the Ecology Project Manager sets up a negotiation meeting.



# Negotiation

- Negotiation Meeting:
  - Face to Face or via Phone Call.
  - Discuss the Agreement Components (i.e. Scope of Work and Deliverables, Budget, Special Terms and Conditions).
  - Answer Questions.
  - Getting on the same page and understanding about what the project is and what will be done.



# Initial Ecology Review

(SharePoint Review)

- Ecology review process occurs after the Negotiation Meeting and after the Recipient Project Team and Ecology Project Team discuss the template agreement.
- Checks for grammar/editing.
- Any modifications suggested by the initial reviewers are discussed with the Recipient Project Team.



# EAGL Review and Routing

- FMS Supervisors Review.
- Checks for budget, scope of work, eligibility.
- Any modifications suggested by the FMS Supervisors are discussed with the Recipient Project Team.



# Agreement Signing

- Ecology Financial Manager notifies the Recipient that the Agreement is Ready for Signatures.
- Recipient prints two copies of the agreement, signs them both, and mails back to Ecology Financial Manager. (Clarify between Authorized Official and Authorized Signatory).

**From:** [DoNotReplyEAGL@ecy.wa.gov](mailto:DoNotReplyEAGL@ecy.wa.gov) [mailto:DoNotReplyEAGL@ecy.wa.gov]  
**Sent:** Tuesday, June 09, 2015 8:41 AM  
**To:** [REDACTED]  
**Subject:** Agreement WQC-2016-[REDACTED] requires signature

Agreement number WQC-2016-[REDACTED] is ready for signature. Please access the system, open the agreement and print 2 copies of the agreement report from the forms menu. Sign the documents and send them to the Ecology Financial Manager.



# Agreement Signing

- Ecology Financial Manager routes the agreement signed by the Recipient to Ecology's Program Manager for Signature.
- Once Ecology signs the agreement, the Ecology Financial Manager sends one signed agreement back to the Recipient.



# Agreement Active

- Ecology's Fiscal Office changes the status of the Agreement to "Agreement Active". Now the real work begins!



DEPARTMENT OF ECOLOGY  
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

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My Reports | My Training Materials | My Organization(s) | My Profile

SHOW HELP

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## Application Menu

Document Information: [WQC-2015-Lind-00122](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Lind town of</a>	Funding Program Administrator	Agreement Active	N/A - N/A 12/04/2013 11:59PM PST

## View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

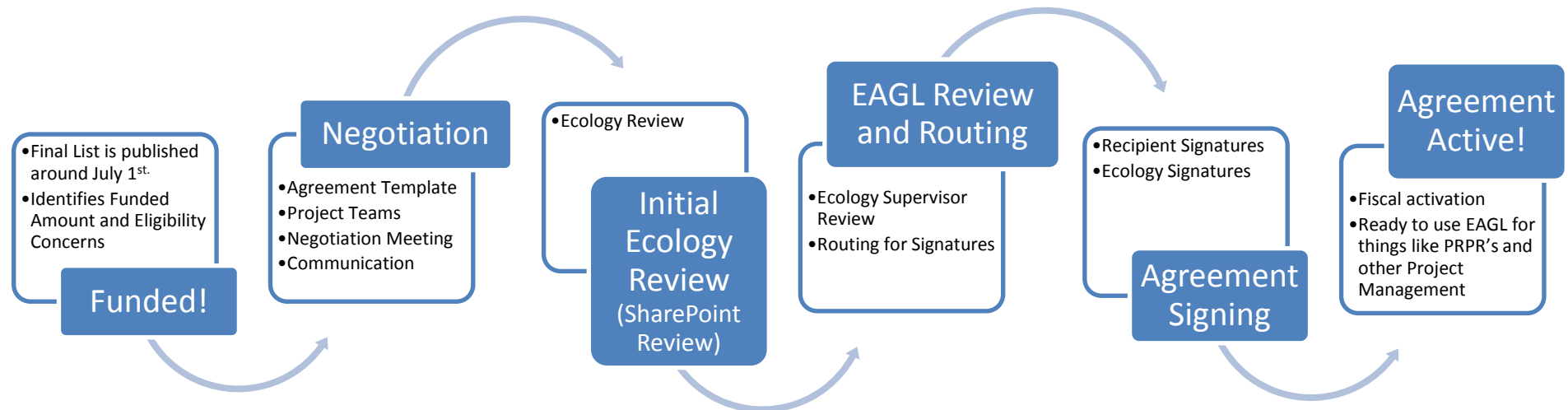
[VIEW FORMS](#)





# Negotiating the Agreement

## Overview of the Process





# Agreement Template

# Agreement Template

Agreement No:  
Project Title:  
Recipient Name:

WQC-2016-

Page 1 of 45



## Agreement WQC-2016-

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

[RECIPIENT]

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY" and the [RECIPIENT NAME], hereinafter referred to as the "RECIPIENT" to carry out with the provided funds, the activities described herein.



# Agreement Template

## GENERAL INFORMATION

Project Title:

Total Cost:

\$

Total Eligible Cost:

\$

Ecology Share:

\$

Recipient Share:

\$

The Effective Date of this Agreement is:

The Expiration Date of this Agreement is no later than:

Project Type: Stormwater (Facility or Activity)

Project Short Description: (500 character limit)

This project will improve water quality in the (NAME OF WATER BODY) through installation of water quality facilities including (TYPE OF WATER QUALITY FACILITIES, IF KNOWN) at (PROJECT LOCATION) in the (CITY/COUNTY) of (NAME). This project will provide treatment for (Total Suspended Solids (TSS), Oil (Total Petroleum Hydrocarbons), Dissolved Copper, Dissolved Zinc, and Total Phosphorus) and will also reduce flows to (WATER BODY NAME) by increasing stormwater infiltration and/or providing stormwater detention. Additional benefits of this project include (LIST).

Project Long Description: (4,000 character limit)

MODIFY FROM DESCRIPTION PROVIDED BY APPLICANT

Overall Goal: (1,000 character limit)

This project will help protect and restore water quality in Washington by reducing stormwater impacts from existing infrastructure and development.



# Agreement Template

## RECIPIENT INFORMATION

Organization Name:

Federal Tax ID:  
DUNS Number:

Mailing Address:

Physical Address:

Organization Email:

Organization Fax:

## Contacts

### Project Manager

[Name]  
[Title]

[Address]  
[City, State Zip]  
Email:  
Phone:

### Billing Contact

[Name]  
[Title]

[Address]  
[City, State Zip]  
Email:  
Phone:

### Authorized Signatory

[Name]  
[Title]

[Address]  
[City, State Zip]  
Email:  
Phone:



# Agreement Template

## ECOLOGY INFORMATION

Mailing Address: Department of Ecology  
Water Quality  
PO BOX 47600  
Olympia, WA 98504-7600

Physical Address: Water Quality  
300 Desmond Drive  
Lacey, WA 98503

### Contacts

#### Project Manager

[Project Manager]

[Address]

[City, State Zip]

Email:

Phone:

#### Financial Manager

[Financial Manager]

[Address]

[City, State Zip]

Email:

Phone:

#### Technical Advisor

[Technical Advisor]

[Address]

[City, State Zip]

Email:

Phone:



# Agreement Template

## BUDGET

### Funding Distribution

Funding Title:

Funding Type: Grant or Loan

Funding Effective Date:

Funding Expiration Date:

Funding Source: State – Stormwater Financial Assistance Program - ELSA

Recipient Match %: 75 or 85 (depending on hardship)

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

Effective Interest Rate: %

Interest Rate: %

Admin Charge: %

Terms: years

Project Start Date:

Project Completion Date:

Estimated Initiation of Operation date:

Loan Security

Final Accrued Interest: \$

Final Loan Amount: \$

Repayment Schedule Number:

Elements (Tasks)	Total Project Cost	Total Eligible Cost
1. Project Administration/Management		
2.		
3.		
4.		
5.		
Total		

### MATCHING REQUIREMENTS

ECOLOGY Share: maximum 75% of TEC (85% if hardship community)

RECIPIENT Share: minimum 25% of TEC (15% if hardship community)

Cash

Other types of in-kind, such as volunteer work are not eligible



# Agreement Template

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all information contained within this entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

Washington State Department of Ecology

Recipient Name



Program Manager  
Heather Bartlett  
Water Quality

Date

SIGNATORY NAME  
TITLE

Date



# Agreement Template

- Special Terms and Conditions
  - Terms that are unique to projects funded under the combined water quality financial assistance program.
  - Be sure to read through the special terms and conditions and ask questions if you are unsure.
- General Terms and Conditions
  - Terms that pertain to all Ecology-funded projects.
  - Be sure to read through general terms and conditions and ask questions if you are unsure.
- Agreement Specific Term and Conditions
  - Terms that are unique to a particular agreement.
  - Requires additional review by Ecology staff.



# Agreement Template Stormwater Projects

- Agreement Templates
  - Stormwater Facility Template (Standard Scope of Work Language)
  - Stormwater Activity Template (No Standard Scope of Work Language...yet!)



# Standard Scope of Work for a Stormwater Facility Project

- Task 1: Project Administration/Management
- Task 2: Design Plans and Specs, Environmental Review
- Task 3: Construction Management
- Task 4: Construction



# Task 1: Project Administration/Management

- Submitting payment requests/progress reports.\*
- Closeout Report/Project Outcome Summary Report.\*
- Submitting amendment requests.
- Maintaining project record/file.

\*Required Deliverable



# Task 2: Design Plans and Specs, Environmental Review

- SEPA determination documentation. \*
  - Cultural Resources documentation. \*
    - DAHP EZ-1 Form or Ecology Cultural and Historic Resources Project Review Form. Supplemental documentation. \*
- New Ecology 05-05/106 Project Review Form:**  
<https://fortress.wa.gov/ecy/publications/SummaryPages/ECY070537.html>
- Inadvertent Discovery Plan. \*  
<http://www.ecy.wa.gov/programs/wq/funding/GrantLoanMgmtDocs/Eng/GrantLoanMgmtEngRes.html>

\*Required Deliverable.



# Task 2: Design Plans and Specs, Environmental Review

- Design Report. \* (Ecology Engineer still needs one hard copy).
- Responses to Ecology Comments on Design Report. \*
- Ecology Design Report Acceptance Letter.\*
- Ecology Engineers developed guidance for design deliverables:

<http://www.ecy.wa.gov/programs/wq/funding/GrantLoanMgmtDocs/Eng/GrantLoanMgmtEngRes.html>

\*Required Deliverable.



# Task 2: Design Plans and Specs, Environmental Review

- 90 percent design plans, bid specifications, and engineer's estimate. \* (Ecology Engineer still needs one hard copy).
- Responses to Ecology Comments on 90 percent design plans. \*
- Ecology 90 percent Design Acceptance Letter. \*

\*Required Deliverable.



# Task 2: Design Plans and Specs, Environmental Review

- List of permits and environmental review documents acquired. \* **(New requirement)**.
- Proposed construction schedule. \*
- Final bid package. \*

\*Required Deliverable.





# Task 3: Construction Management

- Construction quality assurance plan. \*
- Project schedule. \*
- Revised cash flow estimates when changes in construction schedule occur. \*
- Change order(s). \*
- Facility operations and maintenance plan. \*
- Stormwater construction completion form. \*
- Project area shapefile. \* **(New requirement).**

\*Required Deliverable.



# Task 4: Construction

- Copy of the contract documents (bid announcement, bid award, and bid tabulations). \*
- Copy of signed and dated construction contract. \*
- Construction progress reports and photos. \*
- Completed equivalent new/redevelopment area determination. \* **(New requirement)**.

\*Required Deliverable.



# Agreement Template

## Stormwater Activity

- Recipients doing any type of Stormwater Activity Project (i.e. sweeping, private stormwater facility inspections, pollutant source tracing) will need to work closely with their Ecology Project Team to develop a scope of work.
  - Ecology is working on some standard task language but it is not finalized yet.





# Project Management BMPs

# It's All About Communication!

## Recipient Project Team

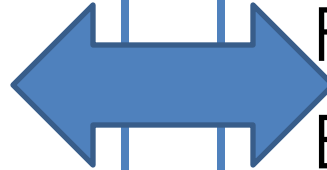
Project Manager

Billing Contact

Signatory

Other City/County

Staff



## Ecology Project Team

Project Manager\*

Financial Manager

Engineer/Technical

Advisor

Other Ecology Staff



# Project Management BMPs

- Funding Guidelines.  
<https://fortress.wa.gov/ecy/publications/publications/1410045.pdf>
- Administrative Requirements for Recipients of Ecology Grants and Loans Managed in EAGL.  
<https://fortress.wa.gov/ecy/publications/documents/1401002.pdf>
- Effective Date/Expiration Date.
- Site Visits.
- Funding source-If fully or partially funded by federal \$, pay close attention to federal requirements. If not sure of your funding source, ask us!
- Email correspondence: Ecology Project Team, grant/loan number.
- Ask Us. We are here to help!



# Project Management BMPs

- Deliverables: Almost all required deliverables need to be uploaded to EAGL. Ecology does not need a hard copy of any deliverable except:
  - Design Report.
  - 90 percent plans, bid specifications and engineer's estimate.
- If you have any questions about deliverables contact your Ecology Project Team.





# Preparing and Submitting your PRPR (Payment Request/Progress Report)



# Where do I start?

- <http://www.ecy.wa.gov/programs/wq/funding/Training/TrainMain.html>



The screenshot shows the Washington Department of Ecology website. The header includes the department logo and name, a search bar, and links for 'A-Z Index' and 'Contact Us'. A navigation bar lists various categories: Home, WATER, AIR, WASTE, CLEANUP, TOXIC HAZARDS, GREEN, About Us, and Jobs. Below this, a secondary navigation bar lists: Programs, Services, Publications & Forms, Databases, Laws & Rules, Public Involvement Calendar, and Public Records. The main content area is titled 'Water Quality Grants & Loans' and includes a breadcrumb trail: 'Water Quality > Grants & Loans > Training and Workshops'. A sidebar on the left lists 'WQ Grants and Loans' with links to 'Our Funding Programs', 'Funding Cycle Information', 'Training/Workshops', 'Grant/Loan Management', 'Projects We've Funded', 'Post Project Assessment', 'Reports and Other Info', 'Sign Up for Announcements (ListServ)', and 'Other Related Links'. The main content area features a section titled 'Training and Workshops' with the heading 'EAGL Related Training Materials:' followed by four bullet points, each starting with 'NEW!' and linking to video instructions for accessing SAW, EAGL, submitting payment requests, and using EAGL.

DEPARTMENT OF  
**ECOLOGY**  
State of Washington

Home | **WATER** | AIR | WASTE | CLEANUP | TOXIC HAZARDS | GREEN | About Us | Jobs

Programs Services Publications & Forms Databases Laws & Rules Public Involvement Calendar Public Records

## Water Quality Grants & Loans

[Water Quality](#) > [Grants & Loans](#) > Training and Workshops

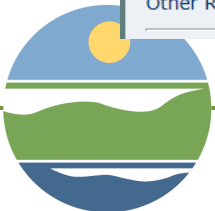
### Training and Workshops

**EAGL Related Training Materials:**

- **NEW!** [Video Instructions: How To Obtain Access to SAW](#)
- **NEW!** [Video Instructions: How To Obtain Access to EAGL](#)
- **NEW!** [Video Instructions: How To Submit a Payment Request or Progress Report in the EAGL System](#)
- **NEW!** [Video Instructions: Tips for Using EAGL](#)

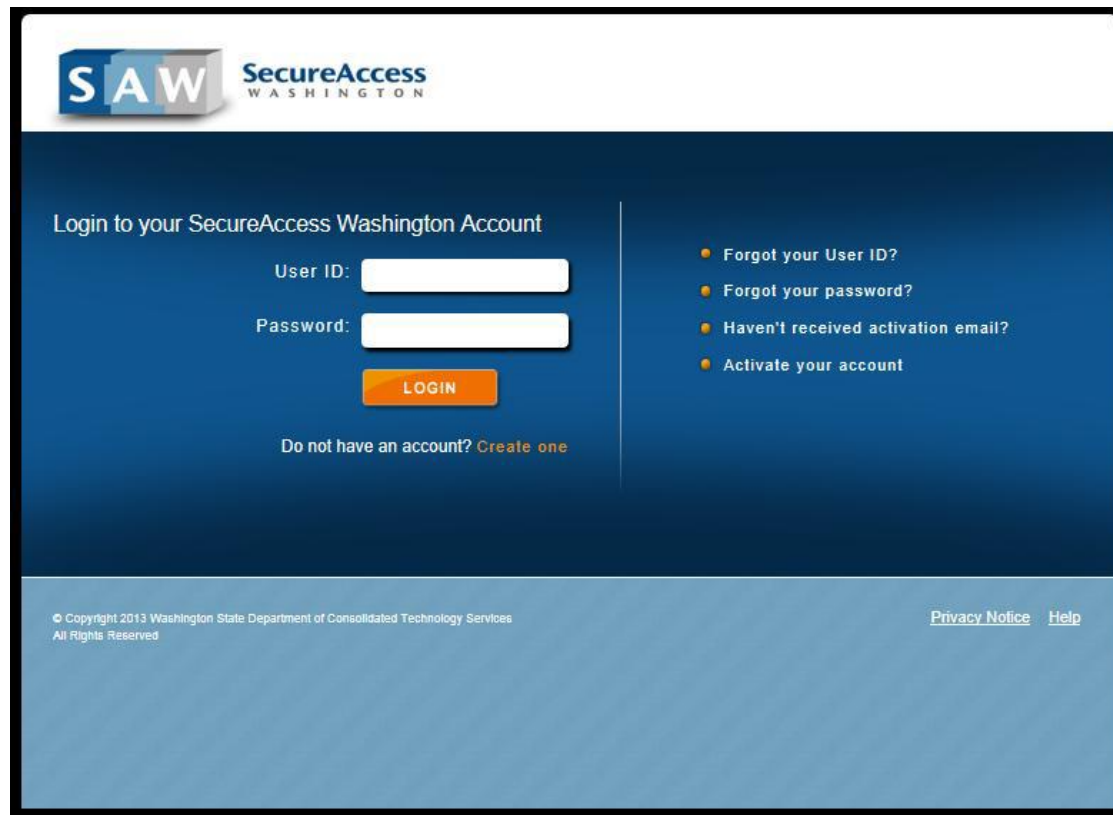
**WQ Grants and Loans**

- Our Funding Programs
- Funding Cycle Information
- Training/Workshops
- Grant/Loan Management
- Projects We've Funded
- Post Project Assessment
- Reports and Other Info
- Sign Up for Announcements (ListServ)
- Other Related Links



# Accessing EAGL

<http://secureaccess.wa.gov/ecy/eagl/>



The screenshot shows the SecureAccess Washington login interface. At the top left is the SAW logo, consisting of the letters 'SAW' in a stylized font next to the text 'SecureAccess WASHINGTON'. Below the logo, the heading 'Login to your SecureAccess Washington Account' is displayed. Under this heading are two input fields: 'User ID:' and 'Password:', each followed by a white text box. Below the password field is an orange 'LOGIN' button. To the right of the login fields is a vertical list of links, each preceded by a small orange dot: 'Forgot your User ID?', 'Forgot your password?', 'Haven't received activation email?', and 'Activate your account'. Below the login fields, the text 'Do not have an account? [Create one](#)' is visible. At the bottom of the page, there is a footer section with copyright information on the left and links to 'Privacy Notice' and 'Help' on the right.

SAW SecureAccess  
WASHINGTON

Login to your SecureAccess Washington Account

User ID:

Password:

[LOGIN](#)

Do not have an account? [Create one](#)

- [Forgot your User ID?](#)
- [Forgot your password?](#)
- [Haven't received activation email?](#)
- [Activate your account](#)

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[Privacy Notice](#) [Help](#)



# EAGL Home Page

 DEPARTMENT OF  
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State of Washington

Ecology's Administration of Grants & Loans (EAGL)



[My Home](#) | **[My Applications](#)** | [My Reports & Payment Requests](#) | [My Reports](#) | [My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#)

[SHOW HELP](#)



Welcome Sean

Financial Manager

[Change My Picture](#)

#### Instructions:

Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

The system will undergo maintenance on Mondays from 2:00-3:00 PM.

Please save your work and exit the system prior to this time in order to avoid losing data.  
Thanks for your patience.

Hello Sean, please choose an option below.

## My Inbox

You have **0** new messages.

Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)

## My Tasks

You have **2** new tasks.

You have **2** tasks that are critical.

Select the **Open My Tasks** button below to view your active tasks.

[OPEN MY TASKS](#)



# Accessing your “Application”

## My Applications

Use the search functionality below to find a specific Application.

### Search Criteria

**Application Types**

**Application Name**

**Person**

**Status**

**Organization**

**Year**

**Ecology Program**

TIP: parent document names begin with **WQC**

### Search Results

**Export Results to**  **Sort By**

<input type="checkbox"/>	Ecology Program	Organization	Name	Current Status
<input type="checkbox"/>	Water Quality	<a href="#">Sequim city of - Public Works Department</a>	<a href="#">WQC-2015-SequPW-00008</a>	Agreement Active
<input type="checkbox"/>	Water Quality	<a href="#">Sequim city of - Public Works Department</a>	<a href="#">WQC-2015-SequPW-00131</a>	Agreement Active



# EAGL TIPS: Before starting PRPR

- Verify correct role (ex. Authorized Official, Project Manager or Financial Officer).
- Can't initiate new PRPR if previous submittal has not yet been reviewed by Ecology.
- Agreement must be in “Active” status.



# How do I verify the role assigned?

DEPARTMENT OF  
**ECOLOGY**  
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

My Home | My Applications | My Reports & Payment Requests |

My Reports | My Training Materials | My Organization(s) | My Profile

SHOW HELP

[Back](#)

## Payment Request Menu

Document Information: [PRPR-JanMar2015-SequPW-00041](#)

Parent Information: [WQC-2015-SequPW-00008](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	<a href="#">Sequim city of - Public Works Department</a>	Financial Manager	Payment Request/Progress Report Screening	N/A - N/A 04/30/2015 5:00PM PST

## View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

## Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

## Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS



# Payment Request Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the

---

Document Information: [PRPR-JanMar2015-SequPW-00041](#)

Parent Information: [WQC-2015-SequPW-00008](#)

 [Details](#)

---

## Management Tools



### **CREATE FULL PRINT VERSION**

Select the link above to create a printable version of the document.



### **CREATE FULL BLANK PRINT VERSION**

Select the link above to create a blank printable version of the document.



### **ADD/EDIT PEOPLE**

Select the link above to perform actions such as adding people, changing a security role, or alteri



# Who initiates?

- Either the Recipient Project Manager or Financial Officer.
- Once initiated a separate “Child Document” is created that has it’s own distinct number assignment within EAGL.
- Parent document = grant agreement.
- Child document = subdocument tied to parent. Roles are the same.





# Initiating your PRPR

- From the parent document main menu click:

## View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

## Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

## Access Management Tools

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

VIEW MANAGEMENT TOOLS

## Examine Related Items

Select the **View Related Items** button below to view related items such as claims, messages, etc.

VIEW RELATED ITEMS



# Initiating your PRPR

Click:

Document Type	Name	Current Status	Period Date Date Due
Payment Request	<a href="#">Initiate a/an Apr - Jun 2014 Payment Request / Progress Report</a>		
Payment Request	<a href="#">Initiate a/an Apr - Jun 2015 Payment Request / Progress Report</a>		
Equipment Purchase Report	<a href="#">Initiate a/an Equipment Purchase Report</a>		
Payment Request	<a href="#">Initiate a/an Jul - Sep 2014 Payment Request / Progress Report</a>		
Payment Request	<a href="#">Initiate a/an Oct - Dec 2014 Payment Request / Progress Report</a>		
Recipient Close Out Report	<a href="#">Initiate a/an Recipient Close Out Report</a>		
Equipment Purchase Report	<a href="#">EPR-2014-AppOrg2-00043</a>	Equipment Purchase Report In Process	N/A - N/A 05/01/2025 12:00PM
Payment Request	<a href="#">PRPR-AprJun2014-AppOrg2-00109</a>	Payment Request/Progress Report Cancelled	N/A - N/A N/A



# Initiating your PRPR

Click:



[Back](#)

## Payment Request Menu

Document Information: [PRPR-JanMar2015-SequPW-00041](#)

Parent Information: [WQC-2015-SequPW-00008](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	<a href="#">Sequim city of - Public Works Department</a>	Financial Manager	Payment Request/Progress Report Screening	N/A - N/A 04/30/2015 5:00PM PST

Note that unique Child (subdocument) number has been created

## [View, Edit and Complete Forms](#)

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

## [Change the Status](#)

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

## [Access Management Tools](#)

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.




# PRPR Payment Request

## Payment Request Menu - Forms



Please complete all required forms below.

Document Information: [PRPR-AprJun2015-AppOrg2-00037](#)

Parent Information: [WQC-2015-AppOrg2-00235](#)

 [Details](#)

### Forms

Status	Page Name
Pay Request Progress Report forms	
	<a href="#">Payment Request</a>
	<a href="#">Payment History</a>

Click:



# PRPR Payment Request

- Answer the required questions:

**Payment Request**

Please fill in the appropriate fields.  
Required fields / columns are marked with an \*.  
To add a row, click the **Add Row** button below the expenditures grid.  
After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows.  
To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form.  
Save your work often by clicking the **Save** button at the top of the form.

---

[Expenditures](#) | [Uploads](#) | [Download Expenditures Report](#) | [Download Modifications Report](#)

---

Payment Request Number:	2	* Final:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Billing Period Start Date:	7/1/2014	* Billing Period End Date:	<input type="text" value="2/28/2015"/>
Ecology Project Manager Approval:	<input checked="" type="checkbox"/>	Cumulative Expenditure Entered: \$7,780.50	

\* Do you have expenditures to report? ☒ Yes ☐ No

- Click “Save”



# PRPR Payment Request

- Only list eligible expenses (ie. necessary to accomplish project scope of work) that occur during project timeframe.
- If part of a larger project only SW components are eligible – track separately!
- May charge overhead up to 25% on RECIPIENT salaries and benefits.

**CASH MATCH ONLY!!**



# PRPR Payment Request

Ineligible costs include:

- Overtime (can charge at reg rate/hr).
- Equipment, training, and property acquisition (unless it's negotiated into the scope of work).
- Meals that don't qualify for per diem
- Items not related to water quality goals (ex. lighting, aesthetic details).



# PRPR Payment Request

- Enter expenditure details:

Expenditures

Page 1 of 1

	Item #	Detail #	* Funding Distribution	* Task Title	* Item Category	Item Description	* Payee
<input type="checkbox"/>	1	10299	Centennial Grant	Project Administration/Management	Salaries/Benefits	Bob's Time	Nisqually
<input type="checkbox"/>	2	10300	Buffer Revegetation	Buffer Revegetation	Goods and Services	Cobble Natives Plants	Cobble

- Add rows by hitting “enter” after all fields have been filled out or by clicking “add row” in the bottom left corner.
- Delete by selecting then clicking “delete row(s)” in top right corner.





# PRPR Payment Request

- After all line items have been entered click “Save”.
- Backup documentation and invoices must be uploaded for each line item.
- Backup must list the service or item purchased, price, date the cost was incurred, and name of provider.
- Don't upload credit card invoices or copies of warrants/checks!



# PRPR Payment Request

- Select “Uploads” to upload backup documentation.
  - Make sure documents are in the same order as the line item expenditures. Highlight if necessary!
  - Name document so that it can be easily identified!

## Payment Request

Please fill in the appropriate fields.  
Required fields / columns are marked with an \*.  
To add a row, click the **Add Row** button below the expenditures grid.  
After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows.  
To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form.  
Save your work often by clicking the **Save** button at the top of the form.

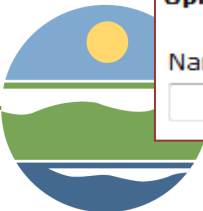
[Expenditures](#) | **[Uploads](#)** | [Download Expenditures Report](#)

### Uploads




#### Upload Backup Documents

Name of Document \*

Upload \*



# PRPR Payment Request

- Next you will review payment history.
  - Click: Document Information: [PRPR-JanMar2015-SequPW-00041](#)  
Parent Information: [WQC-2015-SequPW-00008](#)  
 [Details](#)
  - Then click: **You are here:** [Payment Request Menu](#) > [Forms Menu](#) > Payment Request
- | Status   | Page Name                               |
|--|---|
|  | Payment Request / Progress Report Forms |
|   | <a href="#">Payment Request</a>         |
|  | <a href="#">Payment History</a>         |
- Lists all prior PRPR totals by task.



# PRPR Payment Request

- Review payment history:

## **PAYMENT HISTORY**

### **Cumulative Approved Expenditures**

NOTE: Any expenditures not yet approved are not included in the table below.

Funding Title	Task Title	Cumulative Approved Cash Expenditures	Cumulative Approved In Kind Interlocal Expenditures	Cumulative Approved In Kind Other Expenditures	Total Cumulative Approved Expenditures	Task Budget	Budget Variance	Eligible Costs
Centennial Grant	Construction Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$5,000,000.00	\$0.00
SRF Loan	Construction Engineering Management	\$0.00	\$0.00	\$0.00	\$0.00	\$1,394,810.00	\$1,394,810.00	\$0.00

### **Disbursement History**

NOTE: The amount shown in the Disbursement Amount column has not been disbursed to the recipient until the status column shows "Payment Request / Progress Report Active"

Payment Request #	Disbursement Amount	Payment Request Status
3	\$0	Payment Request/Progress Report Denied

- Click "Save".



# PRPR Progress Report

Document Information: [PRPR-JanMar2015-SequPW-00041](#)




Parent Information: [WQC-2015-SequPW-00008](#)

- Click:

 [Details](#)

**You are here:** [Payment Request Menu](#) > [Forms Menu](#) > Payment Request

- Click:

Status	Page Name
Payment Request / Progress Report Forms	
	<a href="#">Payment Request</a>
	<a href="#">Payment History</a>
	<a href="#">Progress Report</a>




# PRPR Progress Report

- In the first text box for Project Administration, report the start date of work for this Progress Report.
- May upload deliverables here or in general uploads section.

**PROGRESS REPORT**

**Instructions:**  
Please fill in the appropriate fields.  
Required fields are marked with an \*.  
When done, click the **SAVE** button.

---

Progress Report Number: 4      \*Final: ☐ Yes ☒ No 

Report Period End Date: 03/31/15

**\* By Task Progress**

Task Title	Percent Complete	Summary of accomplishments for this reporting period
Project Administration/Management	10 %	<div>Reporting Period 11/1/2014 to 3/31/2015</div> <div>Completed progress report and billing. Coordinated team meetings and time accounting.</div> <div>130 of 2000</div>
Construction Improvements	5 %	<div>Initial site preparations.</div> <div>27 of 2000</div>
Construction Engineering Management	30 %	<div>Oversaw the design and planning aspects of the project.</div> <div>55 of 2000</div>


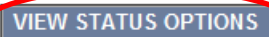


# PRPR Progress Report

- Complete all fields and click “Save”.
- Please enter metrics if applicable.
- Click “Check Global Errors” in upper right corner and address if necessary.
- If there are no errors than you are ready to submit!
- Click: **You are here:** > [Payment Request Menu](#) > [Forms Menu](#) > Payment Request /



# Submitting your PRPR

- Click: Document Information: PRPR-JanMar2015-SequPW-00041  
Parent Information: WQC-2015-SequPW-00008
- Click:  **Change the Status**  
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.  

- Complete? Click “Apply Status” under Payment Request/Progress Report Submitted.
- Everything accurate? Click “I Agree”.
- Status changed to “PRPR Submitted”.



Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	<a href="#">Applicant Organization 2</a>	Authorized Official	Payment Request/Progress Report Submitted	N/A - N/A N/A





# Amendments

# When is an amendment necessary?

- Changes in project scope of work.
- Extensions.
- Reduction/increase in funding amount.
- Change in deliverable due dates.
- Exceeding amount budgeted to a task by 10% of Total Eligible Cost or more.
- Amendments not needed for role changes, budget adjustments (<10% of TEC), change orders that are not funded by Ecology.



# Who can initiate an amendment?

- Authorized Official (Reminder: This is **NOT** the same as the Authorized Signatory). Authorized Official can assign/change roles. Good idea to have at least one backup AO.
- Ecology.



# How to initiate an amendment

From the application menu click:

→ Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

**VIEW STATUS OPTIONS**

Then click amendment requested:

## Application Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [WQC-2015-SequPW-00008](#)

 [Details](#)

Possible Statuses

**AMENDMENT REQUESTED**

**APPLY STATUS**



# Amendments

Status will be changed to:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	<a href="#">Applicant Organization 2</a>	Authorized Official	Amendment Requested	N/A - N/A 12/31/2023 5:00AM PST

From the application menu click:

 **View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.

**VIEW FORMS**

Then select “Amendment Request”:

Amendment		
	<a href="#">Amendment Request</a>	Mr. MattSAW Alexander 3/6/2015 11:22:19 AM
	<a href="#">Amendment Information (2)</a>	Matthew Alexander 3/12/2015 9:05:23 AM
	<a href="#">Amendment Signed Documents and Dates (2)</a>	



# Amendments

- Enter your request (reason amendment is necessary, specific changes requested) in the open field:

\* Describe the type and reason for amendment.

We request a six month time extension due to delays caused by staff turnover. More time is needed to achieve the deliverables in task 2 and utilize an environmental window for planting riparian vegetation.

- Click “SAVE”.
- Ecology will receive prompt to review amendment request. May request additional detail/uploads (ex. Form J, Updated construction schedule etc).



# Amendments

- When Ecology has completed the amendment process and the document is ready for signature, your Authorized Official will receive an email:

**Amendment for Agreement** [REDACTED] **requires signature**

me@agatesoftware.com

Sent: Thu 4/2/2015 9:52 AM

To: [REDACTED]

Amendment for Agreement number [REDACTED] is ready for signature. Please access the system, open the agreement and print 2 copies of the amendment report from the forms menu. Sign the documents and send them to the Ecology Financial Manager.



# Amendments

From the Application menu click:

 **View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.



Then click:

Amendment



Amendment For Signature

- Print two copies of the amendment.
- Have your Authorized Signatory (**not AO**) sign each and return **both** to your Ecology Financial Manager.
- Ecology will upload fully executed amendment to EAGL after signature.







# Project Closeout

# Closeout tips

- Ecology may withhold up to 10% of the Total Eligible Cost of the project pending receipt of all deliverables.
- We request that you submit your final PRPR within 30 days of project expiration date.




# When to initiate project closeout?

- Ecology funded portions of the project are complete.
- Final Report uploaded to EAGL.
- Final PRPR has been submitted.
- Signed and stamped Declaration of Construction is uploaded to EAGL.
- All other remaining deliverables uploaded or submitted.



# How to initiate project closeout?

- Initiated by Recipient Project Manager.
- Click “**Examine Related Items**” in the parent document main menu.
- Click: The screenshot shows a menu with two items. The first item is 'Recipient Close Out Report'. The second item is 'Initiate a/an Recipient Close Out Report - 2015', which is circled in red.
- Go back to the main menu and click “**View, Edit and Complete Forms**”.
- Complete “Close Out Report” form and **SAVE**.



# Project Closeout

- Go back to the main menu and click **“Change Status”**.

- Click:

Possible Statuses

**RECIPIENT CLOSE OUT REPORT CANCELLED**

**APPLY STATUS**

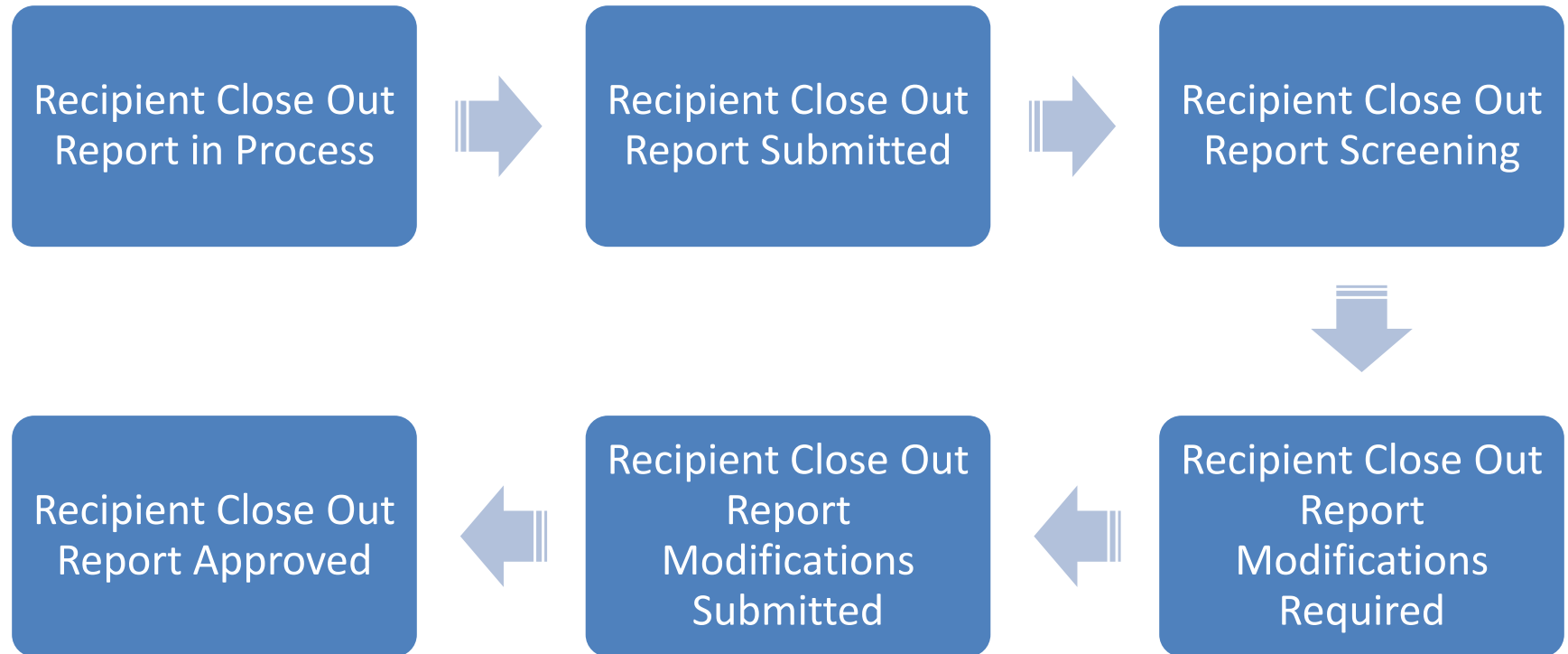
**RECIPIENT CLOSE OUT REPORT SUBMITTED**

**APPLY STATUS**

- An Email is automatically generated to inform your ECY PM that report submitted.



# EAGL Closeout Process/Status



# Resources

- EAGL  
<http://www.ecy.wa.gov/funding/EAGL.html>
- FY 2016 funding guidelines  
<https://fortress.wa.gov/ecy/publications/publications/1410045.pdf>
- Administrative Requirements (EAGL Yellow Book)  
<https://fortress.wa.gov/ecy/publications/summarypages/1401002.html>
- Grant and Loan Management Tools  
<http://www.ecy.wa.gov/funding/manage-funding.html>



# QUESTIONS OR COMMENTS?

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DEPARTMENT OF  
**ECOLOGY**  
State of Washington



PLEASE HELP US MAKE SUBSEQUENT  
WORKSHOPS BETTER BY TELLING US  
HOW WE DID!

[CLICK HERE TO SUBMIT OUR SHORT  
ONLINE EVALUATION SURVEY](#)



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**THANK YOU!**